**CURRICULAM VITAE**

**TRANSLATOR**

**PERSONAL DETAILS**

Name: Mohamed Aden

Nationality: Somali

Residency: Mogadishu

Date of birth: 01/01/1990

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**PROFILE SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

# Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression

**EDUCATION QUALIFICATION**

2016 -2019 Bachelor of Arts in linguistics - Mount Kenya University

2008 - 2011 Kenya Certificate of secondary Education (KCSE) - Towfiq Sec

1999 - 2007 Kenya Certificate of primary Education (KCPE) Midnimo Pry

**WORK EXPERIENCE**

**Appen online**

TRANSLATOR Jan 2018 – Dec 2019

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Duties and responsibilities**:

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Working as a translator for Law firms, charities and local councils.
* Supporting the translation team with other projects when necessary.

Upwork Freelance Company

TRANSLATOR Jan 2015 – Dec 2017

Freelance translator English - Somali , Somali – English

**Duties and responsibilities:**

* Listen or read through the material in one language
* Understand the context and meaning the material
* Convert the material into the second language while preserving the original meaning
* Translate video, online, and television media by providing subtitles
* Collaborate with subject matter experts and other colleagues to understand technical texts
* Translate material accurately
* Use online translation tools for additional assistance with translation
* Provide clients with quotes based on complexity level and project length
* Follow up with clients to ensure understanding and satisfaction
* Use highly specialized translation software to encourage efficiency and consistency
* Follow industry quality standards established by the Association of Translation Companies
* Translate different documents, including literary, technical, scientific, legal, research, educational, and commercial materials.

Appen Online Company

TRANSLATOR/ Transcriptionist Jan 2015 – Dec 2017

Transcription /Translation of (English – Somali and Somali – English)

Duties and Responsibilities

* Read through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning.
* Translate online, video, and television media by providing subtitles.
* Consult with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately.
* Refer to online translation tools for additional assistance with translation.
* Provides clients with quotes based on project length and level of complexity.
* Follow up with clients to ensure satisfaction and understanding.
* Use highly specialized translation software to encourage efficiency and consistency.
* Adhere to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations.
* Translate a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.

UNHCR

Translator

Somali -English, English- Somali

Jan 2013- Dec 2014

Responsibilities:

* Conduct document translation from English to Somali.
* Act as an interpreter between the agency and partners by making sure the agency representative and other partners understood each other.
* Facilitate training while translating the module contents in Somalia by ensuring the participants understand the content of the module.

**SKILLS**

Excellent communication and social skills.

Able to translation variety of tasks

Localization

Customer Service

Interpreting and Proofreading

Editing

Creative Problem Solving

Multitasking

**LANGUAGES**

English: Fluent knowledge (written and oral)

Somali : Fluent knowledge (written and oral)

**INTERESTS**

Travelling, listening to music, watching movies, playing and watching football and basketball.